# Vocational Rehabilitation Services Manual E-200: Summary Table of Approvals, Consultations, and Notifications

Revised February 1, 2022

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## Employment Services

(See D-205: Purchasing Threshold Requirements for additional approval requirements).

| **Situation, Good, or Service** | **Required Action** | **VRSM Reference**  | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| Job Skills Training |
| Before approving remote service delivery of Job Skills Training on the VR3314, Job Skills Training Referral | Consultation with supervisor, documented in a case note, to determine if the vocational needs of the customer can be met with remote service delivery | C-1007-3 | Consultation Only |
| Bundled Job Placement |
| Before approving remote service delivery on Benchmarks B and C for required visits on the VR1845B or service authorization | Consultation with supervisor, documented in a case note, to determine if the vocational needs of the customer can be met with remote service delivery for the required visits | C-1007-2 | Consultation Only |
| Supported Employment |
| Before approving six or more Job Retention Benchmarks for Supported Employment | Consultation with supervisor, documented in a case note | C-1206-3 | Consultation Only |
| Work Experience |
| A single work experience that lasts greater than 12 weeks | VR Supervisor approval | C-421-1 | VR Supervisor Approval |
| Before approving remote service delivery of Work Experience Training on the VR1600, Work Experience Services Referral | Consultation with supervisor, documented in a case note, to determine if the vocational needs of the customer can be met with remote service delivery | C-421-4 | Consultation Only |
| Self-employment (including Supported Self Employment) |
| Using a resource other than a Certified Business Technical Assistance Consultant (CBTAC) for self-employment services | Consultation with State Program Specialist for Specialized Employment Strategies/VR | C-1102-11 | Consultation Only |
| Using a Simple Business plan for self-employment when the customer is not an independent contractor or subcontractor | Consultation with State Program Specialist for Specialized Employment Strategies/VR | C-1102-1 | Consultation Only |
| Before developing a formal business plan or IPE that includes self-employment as an outcome for SSI/SSDI beneficiaries | Consultation with Community Work Incentives Coordinator (CWIC) | C-1102-13 | N/A |
| IPE with Self-Employment goal | Consultation with the regional specialist assigned to self-employment | C-1102-13 | N/A |
| Any Business Plan that require certificates, permits, or licenses | Consultation with the regional specialist assigned to self-employment | C-1102-13 | N/A |
| Concept Development & Feasibility Study | Consultation with the regional specialist assigned to self-employment | C-1102-13 | N/A |
| Simple Business Plan or Comprehensive Business Plan with a cost of $5,000 or less | Consultation with the regional specialist assigned to self-employment | C-1102-13 | Consultation Only |
| Comprehensive Business Plan with a cost of $5,000.01 to $15,000.00(NOTE: business plans $5,000 or higher require a comprehensive business plan) | * Consultation with the regional specialist assigned to self-employment; and
* VR Manager approval
 | C-1102-13 | VR Manager Approval with Consultation |
| Comprehensive Business Plan with a cost of $15,000.01 to $25,000.00 | * Consultation with the regional specialist assigned to self-employment; and
* Deputy or Regional Director approval
 | C-1102-13 | Deputy or Regional Director Approval with Consultation  |
| Comprehensive Business Plan with a cost over $25,000 | * Consultation with the regional specialist assigned to self-employment; and
* VR Division Director approval
 | C-1102-13 | State Office Approval with Consultation  |
| Payment of rent for self-employment during the first six months of the business  | Consultation with the regional specialist assigned to self-employment | C-1102-11 | Consultation Only |
| Paying Legal Fees for Self-Employment  | Consultation with TWC Office of General Counsel | C-1102-11 | Consultation Only |